

STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Department of Library, Archives and Public Records
 RECORDS MANAGEMENT DIVISION
 1919 West Jefferson Street
 Phoenix, Arizona 85009
 Phone: (602) 542-3741 - FAX (602) 542-3890

PAGE 1 OF 1

State Agency Password: AWM-DEV	Political Subdivision:	Agency Name Arizona State Parks
Org. Unit / Division: Development	Office	Phone: 542-7826
Address: 1300 West Washington	City: Phoenix	State AZ
Submitted By (Name): Lorry Kuiper	Title: Program Manager	ZIP 85007
		Signature X Lorry I. Kuiper

No.	RECORDS SERIES	R. S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Contracts, Agreements & IGA's (including correspondence, bids & proposals)	001317	2	4	6	After expired.
2.	Natural Area Projects (including correspondence & proposals)	820025	-	10	10	After transfer to RMC. Transfer to State Archives after retention period expires.
3.	Unsuccessful Bids & Proposals (required for next audit)	819376	6 mo	2.5	3	After awarded.
Supersedes Schedule dated: July 31, 1996						

Approved by: <i>Mary Johnson</i> Director, Department of Library, Archives and Public Records RMC-2 RB/94	Approval Date: OCT 21 1996
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